## **Syllabus**

## **Developmental Reading and Writing II-ENC-0027C**

# **Valencia College West Campus**

Fall 2014

# **Instructor: Monica Gibbs-Godfrey Classes Meet: Monday, Wednesday 5:30-6:45**

# **Email: mgibbsgodfrey@valenciacollege.edu Phone: 407-973-9904**

**Alternate Email: monica.gibbs-godfrey@ocps.net**

# **Class Location: 9-113**

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**Course Description:**

This course is designed to help prepare students to read and write effectively, while broadening students’ written and spoken vocabulary usage. It will focus on the connections of reading and writing, critical thinking, sentence structure, concepts, organization, grammar, punctuation, and mechanics. Students will be required to keep up with the reading assignments per the instructor’s directions, complete all course-related activities, take notes, study, and remain abreast of standard English terminology. You will also do collaborative work per the teacher’s instructions.

**Core Competencies:**

The specific competencies that you will be expected to develop in this course are directly related to Valencia College’s core competencies. You should refer to Valencia College’s catalog for a complete explanation of the core competencies, which are Think, Value, Communicate, and Act.

**Required Textbooks: (Always bring this to class.)**

*Integrated Reading and Writing*

**Class Materials:**

* writing utensils
* loose leaf notebook paper
* folder/binder with pockets and clips
* USB Drive
* College level dictionary

# **Classroom Protocol:**

A classroom is a space in which the distracting behaviors of a student(s) can have a negative impact on the entire learning environment; therefore, distractions cannot and will not be permitted. This includes the use of and ringing of cell phones and other electronic devices. Please exercise respect in every way at all times. This includes turning off all electronic devices prior to the start of class. However, you may have your cell phone on “vibrate” inside your pocket or purse, NOT on top of your desk.

**Attendance Policy:**

Regular on-time attendance is required of all students at VCC. Therefore, students who are not able to attend class, stay for the duration of the class, and/or come to class on time may be officially withdrawn from the course. An excessive absence notification, which is the first step in the withdrawal process, will be filed for students who have missed two classes. (If you miss three classes, you will be automatically withdrawn.) Three tardies or early departures will equate to one full absence. This includes being tardy from breaks.

**Deadlines:**

All assignments are due at the beginning of class on the specified due dates. Absolutely no work will be accepted late. Absences and tardiness are not excuses for submitting work late. Notify the instructor PRIOR to class via email or cell phone if you will not be in attendance. Homework assignments for that particular day will be provided according to the instructor’s discretion. However, if the student does not contact the instructor within 24 hours after an absence, homework assignments for that missed class may not be made up. Class work may not be made up.

**Grades**

It is strongly encouraged that you keep track of all of your assignments. You will receive credit for every assignment you submit in this class per the teacher’s instructions. Your grade is determined as follows:

* Quizzes 30 points
* Classwork 25-30 points
* Tests/Essays 100 points
* Final 100 points

●HW is assigned reading. Quizzes will determine whether homework was done.

Tests and quizzes may not be made up. It is your responsibility to plan accordingly for scheduled exams. NO EXCEPTIONS!

**Plagiarism:**

All work submitted by students must be the student’s own work. A zero will be given and/or expulsion from the institution for any assignment that is found to be the property of someone other than the student whose name appears on that particular assignment.

\*\*I am here to instruct and assist you. Therefore, if you have any concerns or questions, please feel free to inform me. Instructor reserves the right to modify syllabus at any time.

**Please sign and return this portion of the syllabus to Monica Gibbs-Godfrey immediately.**

I, the student, understand all of the information in this. I also understand that it is my responsibility to ensure that I succeed in this class. I am responsible for asking Ms. Godfrey questions if I am uncertain about her instructions and/or classroom procedures.

**Student’s Printed Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Student’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Student’s email address:**

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**Student’s phone number(s)**

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